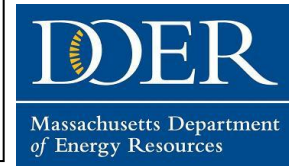




GREEN COMMUNITIES COMPETITIVE GRANT PROGRAM 2014



GRANT APPLICATION INFORMATION

ELIGIBILITY CRITERIA

- Applicant must be an existing designated Green Community as of January 30, 2014.
- Applicant must have expended all existing Green Communities grant funding, submitted a complete final grant report and satisfied all outstanding questions no later than 5 pm March 21, 2014.
- Applicant must have completed an Annual Report and satisfied all outstanding questions no later than 5 pm March 14, 2014.
- Applicant must have adopted DOER's most recent [Fuel Efficient Vehicle Policy](#) by March 14th, 2014.
- Applicants that have met their 20 percent Energy Reduction Plan target **after five or more years** are eligible to apply for additional qualified projects, as detailed on page 4.
- Applicants whose vehicle fuel use comprises at least 30 percent of total municipal energy consumption are eligible to apply for additional qualified projects, as detailed on page 5.

GENERAL INFORMATION

- Up to \$7 million in total funding is available for the 2014 Competitive Grant round.
- A competitive grant round will be offered on an annual basis as funding is available. Amount of available funding for future competitive grant rounds, if available, may vary. The maximum amount of grant award per applicant for the 2014 Competitive Grant program is \$250,000, although individual awards may be less. This amount may vary in future competitive grant rounds.
- An applicant may submit one comprehensive project for consideration or multiple projects as part of one application.
- Award of the total \$7 million will be dependent upon the applications received and the number deemed eligible for award.
- The list of Qualified Projects is subject to change in future competitive grant rounds.
- As this is a competitive solicitation, proposed projects cannot be significantly changed once awards are made. If an awarded project is not able to proceed, the award will be forfeited.

PLEASE NOTE: If a competitive grant recipient anticipates that it will not expend its entire grant award due to possible savings, including but not limited to, higher than projected utility incentives, DOER may allow the municipality to submit new proposals to DOER for the remaining balance of the award.

INSTRUCTIONS

- Applicants must complete all required sections **ONLINE** in order to be considered for a grant award. No paper submissions will be accepted. Failure to submit all sections online will constitute a late filed application and will not be considered.
- Applications must be submitted by **5 pm April 18, 2014**.
- Quarterly reporting is required upon receipt of your Competitive Green Communities Grant. These requirements will be detailed when your grant award is executed.
- This application information is available at [www.comm-PASS.com](http://www.mass.gov/eea/grants-and-tech-assistance/guidance-technical-assistance/agencies-and-divisions/doer/doer-procurements.html) as PON-ENE-2014-019 and <http://www.mass.gov/eea/grants-and-tech-assistance/guidance-technical-assistance/agencies-and-divisions/doer/doer-procurements.html>.
- ALL questions must be submitted to Meg Lusardi at Meg.Lusardi@state.ma.us, by 5pm on April 11, 2014 with "PON-ENE-2014-019 Competitive Grant Question" in the subject line. Responses will not be sent individually to inquirers, rather questions and answers will be posted weekly on the DOER website at <http://www.mass.gov/eea/grants-and-tech-assistance/guidance-technical-assistance/agencies-and-divisions/doer/doer-procurements.html>.
- **IMPORTANT NOTICE: COMMPASS WILL BECOME "COMMBUYS" ON MARCH 24, 2014.**
- **THE TIMING OF THIS SOLICITATION AND THE CHANGE IN THE STATE PROCUREMENT SITE WILL REQUIRE RESPONDENTS TO ACCESS THIS SOLICITATION AT COMMBUYS AFTER MARCH 24, 2014 OR DOER'S WEBSITE**
- **PLEASE CHECK-IN THROUGH EMAIL AND/OR THE DOER WEBSITE, <http://www.mass.gov/eea/grants-and-tech-assistance/guidance-technical-assistance/agencies-and-divisions/doer/doer-procurements.html>, FOR ANY COMMUNICATION, AMENDMENTS, AND QUESTIONS AND ANSWERS REGARDING THIS SOLICITATION.**

QUALIFIED PROJECTS

Designated Green Communities may submit a grant application to fund all or a portion of the costs of installation or construction of:

- Energy Conservation/Energy Efficiency Measures
 - Commercial and Industrial (C&I) Measures as listed in Attachment A. Funds can be applied to any required infrastructure upgrades for the proposed measures, e.g. funds for steam-to-hot water heating systems conversion versus just a new boiler. **Measures not included in Attachment A will not be considered for this category (see exception below for those who have met their 20% Energy Reduction Plan target after 5 or more years).**
- Renewable Energy Projects on Municipal Property
 - Combined Heat and Power (CHP) Systems fired with renewable fuel—overall system efficiency of at least 50 percent and meets Massachusetts Renewable Portfolio Standards (RPS) low-emission requirements. Please note that CHP fired with fossil fuels are included in the Energy Efficiency Measures listed in Attachment A.
 - Anaerobic Digestion that uses organic materials (e.g. food waste, agricultural waste) and meets RPS low-emission requirements.
 - Solar Thermal.
 - Biomass Thermal that meets the following:
 - Utilizes only clean wood chips or wood pellet fuel,
 - Meets all applicable ASME and UL safety certifications,
 - Achieves fuel conversion efficiency ratings that are amongst the highest of those of commercially available products, typically above 80-85 percent, and
 - Utilizes Best Available Control Technology (BACT) to reduce air emissions to levels that are amongst the lowest achieved by commercially available technology.
- Air- or Water-sourced Heat Pumps using Variable Speed Inverter Technology which demonstrates high performance at peak cold ambient temperatures.
- District Heating and Cooling Infrastructure for Renewable Fueled Heating and/or Electric Central Plant.

Special Opportunities for Applicants That Have Met 20 Percent Reduction Targets:

- Applicants that have met their 20 percent Energy Reduction Plan target **after 5 or more years**, as verified by their Green Communities Annual Report, are also eligible to apply for:
 - Behavior-based energy efficiency programs that focus on energy savings resulting from changes in individual or organizational behavior and decision-making, such as programs that employ goal setting, rewards and other tactics to encourage efficient energy use;
 - Energy efficiency community outreach programs regarding MassSave, including supplemental grant programs; and
 - Energy efficiency projects recommended in an evaluation, but not included in Appendix A.

Special Opportunities for Applicants with High Vehicle Fuel Usage:

- Applicants whose vehicle fuel use comprises at least 30 percent or more of their total municipal energy consumption as verified by their Annual Report, are also eligible to apply for:

- Vehicle tracking and routing software that includes a feedback or fuel-savings component; and
- Technologies that reduce vehicle fuel consumption (e.g. idle-right technology, etc.)

NON-QUALIFIED PROJECTS

The following will **NOT** be funded in this particular grant round:

- Staffing beyond 10 percent of grant amount to administer the grant
- Solar PV
- Interior Lighting
- Vehicles
- Revolving loan funds
- Feasibility studies or assessments
- Projects for buildings/facilities not included in the municipality's baseline and therefore not in the municipality's Energy Reduction Plan (e.g. a Regional School District).

EVALUATION CRITERIA

- Energy Impacts, including reductions in energy consumption and greenhouse gas emissions
- Shovel Readiness, including viability, and appropriateness of project
- Effective Use of Funds
 - Matching funds will be factored into the evaluation, but are not required
- Other Considerations
 - Continuous compliance with Green Communities criteria in effect to date (example of non-compliance is a vehicle purchased that does not meet the Fuel Efficient Vehicle Criteria that was in effect at the time)
 - Compliance with reporting requirements on previous grants from Green Communities Division
 - Justification of need for any requests for 10 percent of funds for administrative needs

REQUIRED APPLICATION MATERIALS TO BE SUBMITTED ONLINE

- A Project Narrative for EACH project (see Attachment B below)
- Completed Grant Table that contains specific metrics for the municipality's proposed project(s). This file must be submitted as an Excel spreadsheet. (Available via the online submission system, an example is contained in Attachment B)
- Supporting material in its original and complete format (e.g., the entire audit report, not a portion of it)
- Certification of Application – (see Attachment C)

FILE NAMING CONVENTIONS

Name each of your files for the above listed documents with your municipal name and wording that makes the content of the file clear (see examples below) – this is **REQUIRED**. Please do not preface with "Town (or City) of", just the municipal name.

Examples for “Muni A”:

1. Muni A Grant Table.xls
2. Muni A Efficiency Narrative.pdf
3. Muni A Solar Narrative.pdf
4. Muni A Energy-to-Go audit.pdf
5. Muni A Your Own Solar.pdf
6. Muni A Certification of Application

The instructions for the online submission of the materials above are contained in Attachment D.

ATTACHMENT A

APPROVED CONSERVATION/EFFICIENCY MEASURES

THERMAL MEASURES (NATURAL GAS, OIL OR PROPANE)

HVAC – ENERGY STAR® Programmable Thermostat
 HVAC – Boiler Reset Controls (Retrofit only)
 HVAC – Condensing Unit Heater
 HVAC –Low Intensity Infrared Heating
 HVAC – High Efficiency Boiler
 HVAC – High Efficiency Warm Air Furnace
 Combined Heat and Power
 Retrocommissioning
 Building Insulation
 Building Air Sealing
 HVAC/Hot Water – Combined High Efficiency Boiler and Water Heater
 Hot Water – Condensing Stand-Alone Water Heater
 Hot Water – Pre-Rinse Spray Valve
 Hot Water – Repair/Replace Malfunctioning Steam Trap
 Hot Water – Low Flow Shower Heads
 Hot Water – Faucet Aerator
 Hot Water – High Efficiency Indirect Water Heater
 Hot Water – High Efficiency Tankless Water Heater
 Hot Water – High Efficiency Free Standing Water Heater
 Food Service – Commercial Oven
 Food Service – Commercial Griddle
 Food Service – Commercial Fryer
 Food Service – Commercial Steamer

ELECTRIC EFFICIENCY MEASURES

HVAC – Single–Package and Split System Unitary Air Conditioners
 HVAC – Single Package or Split System Heat Pump Systems
 HVAC – Dual Enthalpy Economizer Controls (DEEC)
 HVAC – Demand Control Ventilation (DCV)
 HVAC – ECM Fan Motors
 HVAC – Energy Management System
 HVAC – High Efficiency Chiller
 HVAC – Programmable Thermostats
 Refrigeration – Door Heater Controls
 Refrigeration – Novelty Cooler Shutoff
 Refrigeration – ECM Evaporator Fan Motors for Walk–in Coolers and Freezers
 Refrigeration – Case Motor Replacement
 Refrigeration – Cooler Night Covers
 Refrigeration – Electronic Defrost Control
 Refrigeration – Evaporator Fan Controls
 Compressed Air – High Efficiency Air Compressors
 Compressed Air – Refrigerated Air Dryers
 Motors/Drives – Variable Frequency Drives
 Streetlights – LED, Induction
 LED streetlight controls
 Exterior or parking lot lights - LED, Induction

ATTACHMENT B

- A project narrative *AS OUTLINED BELOW* must be provided for *EACH* project.
- Each bullet below must be addressed for the type of project proposed.
- If the applicant believes a particular bullet is not applicable, then N/A should be noted.

FOR ALL PROJECTS:

- Provide the municipality's total energy consumption for the previous year in MMBtu. This should include buildings, vehicles and streetlights.
- Describe the scope of the project proposed including:
 - Purpose
 - Benefits
 - Timeline
 - Procurement required and status
 - Anticipated impact, qualitatively and quantitatively
 - How the project supports the municipality's Five Year Energy Reduction Plan.
- Provide a complete accounting/proposed budget for the project. Include:
 - Total project budget with cost estimates/quotes (annotated to clearly identify the option selected for the budget).
 - Other sources of funding, including any utility or Mass Clean Energy Center incentives.
 - Justification for any funds to be used for administrative costs; this **MUST** be provided. In no case shall more than 10 percent of grant awards be used to fund administrative costs.
- Provide a description of the applicant and the project team and its qualifications for completing the project, including all identified partners, contractors, and any technical service providers.
 - Identify the specific roles and responsibilities of each of the parties.
 - Identify how the project will be managed on a day-to-day basis.
 - Provide a generic description of potential additional partners or contractors that will be required for completion of the project but have not yet been identified by the applicant or incorporated into the project team.
- Explain why the proposed project would not have been implemented without this funding.
- Identify opportunities for education and outreach for proposed project and a concrete plan for accomplishing them.
- Identify any and all permits required and the status of each.
- Identify any other approvals required, e.g. local, state, federal, and the status of each.
- Attach any documentation to support project technical and economic viability: applicable feasibility studies, site analysis, audits/assessments, any design documents, contracts, construction schedule and anticipated completion date. Provide complete documents with references to the relevant portions.

FOR ENERGY EFFICIENCY PROJECTS:

- For funding requests towards measures as part of an **Energy Savings Performance Contract (ESPC)**, please explain whether or not the measure(s) would be included in the ESPC without the funding, and if not, why. Also describe whether or not the ESPC will proceed without this funding. Please explain that this is the case for any funding requests related to energy savings performance contracts.
- For **Streetlights, exterior lights, traffic lights or parking lot lights**, provide the following information:
 - Number and wattage of lights
 - Their total electric consumption for the previous year in kWh
 - Ownership (confirm municipal) and metering status (unmetered or metered)
 - Wattage, cost and technology (LED, induction, etc.) of proposed replacement lights
 - For LED Streetlight controls, please provide the aforementioned information, as well as the following:
 - Product specifications for controls;
 - Proposed operating changes and associated projected energy savings; and
 - Email or letter of support from the utility.
- For **building efficiency measures**, provide the energy consumption for the previous year for the building where proposed project is located. Please include energy consumption for each fuel in kWh, therms, gallons, etc.
- Attach the audit recommending the proposed measure.
 - Identify what other measure(s) have been completed to date from the audit/assessment. Address whether or not the whole building was assessed, and how the measure proposed for funding was prioritized for implementation amongst the recommended measures.
 - For proposed measures not recommended in an audit, the applicant must provide technical information to support implementation of this measure. The supporting information must include why this measure is recommended for funding, quantification of the measure's efficiency rating (e.g. R-value, U-Value, rated efficiency, etc.), and sample calculations which list all assumptions for projected energy savings and costs.
- For **boilers, rooftop ventilation units, and HVAC system projects**, provide the following information, if available:
 - Efficiency of code-compliant unit
 - Efficiency of proposed unit
 - Cost of code-compliant unit
 - Cost of proposed unit and energy savings (as contained in the Competitive Grant Table).
- For **Energy Management Systems Projects**, provide the following information, if available:
 - Current EMS (if any)
 - Number of data points requested
 - Systems and equipment to be monitored and/or controlled
 - EMS manufacturer
 - Whether the EMS remote control units and transducers are interchangeable with EMS main control units from other vendors?
 - Is the EMS program software open-source? Can updates and revisions be installed by technicians other than the vendor?
 - What is the communication protocol (e.g., BACNET)? Does it allow communication with other vendors' control systems?

FOR RENEWABLE ENERGY PROJECTS:

- Provide documentation demonstrating the availability of the renewable resource identified in this application. For example, if the applicant is pursuing a wind project, please provide relevant analysis that supports the siting of wind in the location identified (e.g. wind map information, Met tower data).
- Identify Energy Conservation Measures completed within the last five years for the building(s) being considered for the renewable energy project.
- If available, provide a list of materials and equipment including manufacturer's specifications/product name.
- For biomass and anaerobic digestion projects, provide a description of the source materials to be used and a plan for obtaining source material.
- Describe plans and/or actions taken for obtaining community buy-in for the project.

*(APPLICANTS FOR ANY OF THE FOLLOWING THREE PROGRAMS **MUST MEET THE ADDITIONAL APPLICABLE CRITERIA NOTED ON PAGE 3 or 4**)*

FOR BEHAVIOR-BASED PROGRAMS:

- Identify who will manage the program;
- Identify specifically how the funds will be used; and
- Describe the program:
 - Identify one or more specific, quantifiable goals. Describe how progress towards these goals will be tracked.
 - Identify the baseline timeframe and baseline energy use.
 - Identify the length of time for the behavioral program. If intended to be ongoing, please identify an initial phase.
 - Describe what department(s), facilities and/or participants will be included.
 - Describe how the participants will be informed of their progress and impacts (feedback).

FOR ENERGY EFFICIENCY COMMUNITY OUTREACH PROGRAMS:

- Identify who will manage the program.
- Identify specifically how the funds will be used.
- Provide a general communications and strategic plan to increase participation in efficiency programs (e.g. MassSave), including:
 - Sectors to be targeted, for example residential, multifamily (>4 units), small commercial, large commercial, industrial, etc.
 - Components to be included, for example energy assessments, implementation of utility identified measures, any supplemental grants provided by municipality, etc.
 - Any specific demographics to be targeted.

- For each sector and component, identify a goal as both a number and as a percentage in your Green Community (i.e., percentage of households or businesses).
- Provide an explanation as to why this goal(s) is realistic and achievable.
- If requesting funds to provide supplemental funding to MassSave incentives, also describe:
 - how residents will apply, including required documentation;
 - how their funding eligibility will be determined;
 - the amounts to be awarded; and
 - the specific measures to be supported.
- Describe how data will be tracked for the following:
 - An “anonymous” listing of participants (No names/addresses should be provided);
 - All services received by each participant, e.g. energy assessment, implementation of measures with amount of incentive, and, if part of the program,, any supplemental grant received and for what measures; and
 - The projected energy savings per participant.
- Provide a letter of support and collaboration from the electric utility serving the municipality.

FOR MEASURES TO REDUCE VEHICLE FUEL CONSUMPTION

- Describe what vehicles are to be retrofitted or targeted by the following categories:
 - Department(s);
 - Purpose/how used;
 - Average mileage per year; and
 - Number of operators.
- Describe the proposed program to reduce vehicle energy use:
 - projected vehicle fuel savings with supporting analysis;
 - how fuel use by individual vehicles will be tracked and reported;
 - how mileage by individual vehicles will be tracked and reported;
 - the process for providing and obtaining feedback (i.e., how the users or department will be informed of their progress);
 - include the manufacturer’s specifications/product name for the proposed vehicular efficiency measure(s); and
 - how any monthly software charges will be maintained beyond the funding provided through this grant.

EXAMPLE OF ONLINE GRANT TABLE

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Building Name and/or Location	Project Name (description) ^[1]	Projected Project Completion (m/yr) (optional)	Projected Annual Electricity Savings or Generation (kWh) ^[2]	Projected Annual Natural Gas Savings (therms) ^[2]	Projected Annual Oil Savings (gallons) ^[2]	Projected Annual Energy Savings (other fuel) ^[2,3]	Projected Annual Cost Savings ^[2] (\$)	Total Project Cost (\$) ^[4]	GC Grant Funding (\$)	Utility Incentives (\$)	Other Grants (please list source in notes column) (\$)	Town Contribution (\$)	Funding Source(s) for Other Grants and Town Contribution	Audit or Study Reference
1															
2															
3															
4															
5															
6															
7															
8															
9	INSERT MUNICIPAL NAME HERE		N/A	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	N/A
10															
11	NOTE: This table has been formatted so that the projects are directly transferable to/from Table 4 of the Energy Reduction Plan and Annual Reports in order to minimize the reporting burden of Green Comm														
12															
13	[1] A municipality may submit proposals for as many projects as it wishes. Projects must comply with all requirements specified in the full guidance														
14	[2] Please estimate only the projected direct annual cost and energy savings.														
15	[3] For other fuels, please specify in column header fuel and units (ex: gallons). DOER will perform the calculations for MMBtu and GHGs and return														
16	[4] Total project cost = sum of all funding sources (columns J-M)														
17	[5] Please provide a specific page number/range from the audit or study that provides funding request and project details.														
18															

ATTACHMENT C

CERTIFICATION OF APPLICATION

The Certification of Application below must be completed, scanned and uploaded as a PDF file.

CERTIFICATION OF APPLICATION

The **Chief Executive Officer** must complete this certification.

I, _____ am authorized to execute said Application on behalf of -
_____, the applying municipality and verify that the information
in the Green Communities Competitive Grant Application is true.

[Signature of Chief Executive Officer]

[Title of Chief Executive Officer]

[DATE]

NOTE: THE CHIEF EXECUTIVE OFFICER IS DEFINED AS THE MANAGER IN ANY CITY HAVING A MANAGER AND IN ANY TOWN HAVING A CITY FORM OF GOVERNMENT, THE MAYOR IN ANY OTHER CITY, AND THE BOARD OF SELECTMEN IN ANY OTHER TOWN UNLESS SOME OTHER OFFICER OR BODY IS DESIGNATED TO PERFORM THE FUNCTIONS OF A CHIEF EXECUTIVE OFFICER UNDER THE PROVISIONS OF A LOCAL CHARTER OR LAWS HAVING THE FORCE OF A CHARTER.

ATTACHMENT D - HOW TO SUBMIT APPLICATION ONLINE

Welcome to the Green Communities Online Competitive Grant Application System

We have tried to make this process as simple as possible, and hope that, by carefully following each step outlined in the instructions, you'll be able to easily navigate and complete this application.

PLEASE NOTE: *You cannot return to a partially completed form to add or correct information.* If you log out without using the <Submit> button, nothing has been saved in the system. If you want to practice using the system, just don't use the submit button. When you use the <Submit> button the information on the form along with uploaded files will be saved to DOER's system. If you log back in, the form will be blank BUT the system saved your files and information. **Please only submit once.** If you do not see your city or town name on the drop-down pick list, made a mistake, or forgot something, please contact Jane Pfister at jane.pfister@state.ma.us / 617-626-1194.

Getting Started

- Only one person can submit information from your city or town. Please designate a single point of contact (if it has changed from previous point of contact) and provide their email address to your Regional Coordinator. A new single point of contact will receive an email invitation to the online application system and will be required to create a user profile. People already registered on Central Desktop (previous point of contact) retain their system access but their Regional Coordinator needs to let DOER know they will be the point of contact for the competitive grant application.
- Use a high speed (broadband) Internet connection if possible. Dial-up connections work, but may be frustratingly slow.
- No paper submission is required or accepted for the grant application. The process is online and electronic only.

Grant Application Process

1. Review the Checklist below to make sure you have everything ready. All files you will upload should be saved in one folder somewhere on your computer, easy to find and select once you begin. Begin EACH electronic file name with city or town name then wording that makes the content of the file clear.
2. Fill out the online competitive grant application form completely. You will upload multiple files using the form.
3. Upload the Grant Application Table as Excel, signed Certification of Application (as PDF), Project Narrative(s) for each proposed measure along with any other supporting files which can be energy , audits, studies, proposals, or other documentation. Please upload a complete energy audit or study, not just relevant page. Use the Upload fields (green lines at the bottom). Use the Upload fields (green lines at the bottom), one for each file, by either clicking in the blank space or grey <Browse> button, browse to and select a file on your computer, then double click on it, or select Open option on the dialog box. The file's path on your computer will show in the blank white space.
4. *If you have more supporting documents than the available Upload fields, you can create a compressed (zipped) file (with the required name format) with all supporting files for a proposed project (see instructions for creating a compressed folder at end of this document).*

5. Review the Competitive Grant Application Form and uploads carefully to make sure everything is complete and how you want it. Use the Select Date-Time calendar on the bottom and then click on the <Submit> button.
6. After you successfully submit the Competitive Grant Application Form and uploaded documents, a confirmation page will appear. DOER will also receive a message from the system. Shortly, you will receive an email confirming that DOER's Green Communities Division has received your grant application and the number of files that were uploaded.

CHECKLIST – Are Your Materials Ready?

- ☐ Name each electronic file beginning with the city or town name and wording that makes the content of the file clear – this is **REQUIRED**
- ☐ GC Grant Application Table (Excel file)
- ☐ Signed Certification of Application (PDF file)
- ☐ Project Narrative for EACH proposed measure (Word or PDF file)
- ☐ Supporting Audits, Studies, other documentation for EACH proposed measure (complete study is required, NOT just relevant pages) (Word or PDF file). If you have more than a total of six (6) supporting files to upload, then create a compressed (zipped) file (with the required name format) with all supporting files for a proposed project (see instructions for creating a compressed folder).

Too Many Files to Upload? Create a Compressed (zipped) Folder

1. Put all the files you want to attach somewhere on your computer (e.g. in one folder).
2. Select all the files you wish to include: Hold down the <Ctrl> key as you click each one. They will all be highlighted in blue.
3. Right click any of the highlighted files (put your cursor over one of the files and click the right button on your mouse or other pointing device).
4. Select <Send To> (about half way down the pop-up menu).
5. Select <Compressed (zipped) Folder> from the next pop-up menu.
6. Find the new folder. It will have the name of one of the files you selected (in step 3), but with a .zip extension (e.g. Town Efficiency Audit.zip).
7. Rename the zip folder by (right clicking the folder name and select <Rename> (near the bottom of the menu).
8. Change only the name to the left of the period (i.e. keep the .zip extension).
9. Begin with town/city name then wording that makes the content of the file clear.
10. Upload the same way, using a green Upload line on the form.

Get Help

Pre-Grant Application Process - [Contact your Regional Coordinator](#)

Online Process and Technical Issues -Contact Jane.Pfister@state.ma.us / 617-626-1194